



---

---

**OFFICE TECHNICIAN (TYPING)  
FISCAL SERVICES DIVISION  
RESTITUTION SECTION  
PERMANENT/FULL-TIME  
FINAL FILING DATE: June 19, 2007, or Until Filled  
\$2,598.00 - \$3,157.00**

**DEPARTMENT SUMMARY:**

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery Section ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

**POSITION SUMMARY:**

Under the general direction of the Staff Services Manager I (SSMI), Restitution Recovery Section, Fiscal Services Division, the Office Technician provides general support services to the SSMMI, SSMI and up to six restitution analysts and performs the following duties:

Provides secretarial and general support services to the manager and analysts of the Restitution Recovery Section including: handling calls and inquiries from the public and directing to appropriate staff; providing phone backup to analyst for the Franchise Tax Board Court-Ordered Debt Collection Program (FTB) and California Department of Corrections and Rehabilitation (CDCR) inquiries and verifying FTB data as needed; coordinating reproduction of restitution training materials and preparing training packets; coordinating post-training information with analyst for submission to Corrections Standards Authority for certification; preparing training synopses for VCGCB management; assisting staff with travel arrangements; establishing and maintaining division/section files; and ordering supplies. Assist Custodian(s) of Record with certification requests which includes: VOX (mainframe system) verification of crime information, defendant information, associated claims; request claim files from appropriate staff; create file folder and ACCESS database record for requests; follow up on request when files are not received by deadline; and track certification request in Excel spreadsheet. Prepare and track expense breakdowns for Restitution Analysts as requested.

Screen Info Box inquiries and forward when appropriate. Act as travel manager for the Restitution Recovery Section. Distribute public requests for restitution resources. Provide support to manager and analysts on special assignments. Coordinate the weekly report for the Fiscal Services Division.

---

---

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. \*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. \*\*

California Relay Service:

Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

040-510-1139-001

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:**

In a professional office environment with appropriate business attire • Use of phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and related software applications at a workstation.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

**WHO MAY APPLY:**

Current State employees in the Office Technician (Typing) classification or individuals eligible for appointment by way of transfer, list appointment, or reinstatement to this classification. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. **Applications will be screened and only the most qualified candidates will be selected to interview.**

**WHERE TO SUBMIT APPLICATION AND RESUME:**

Victim Compensation and Government Claims Board  
Human Resources Section  
Attn: Angela Ramirez  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 491-3805  
Angela.ramirez@vcgcb.ca.gov